

POLICY AND COMMUNICATIONS BULLETIN

THE CLINICAL CENTER

Medical Administrative Series

M95-8 (rev.)

20 October 2000

MANUAL TRANSMITTAL SHEET

SUBJECT: Ordering and Administering Medications
in the Clinical Center

1. Explanation of Material Transmitted: This bulletin sets forth the policy on who may order and who may administer medications in the Clinical Center, updated to include new classes of care-givers. The policy was reviewed by the Medical Executive Committee on 17 October 2000 and approved with changes.
2. Material Superseded: MAS No. M95-8 rev.), dated 17 June 1997
3. Filing Instructions: Pharmacy Section

Remove: No. M95-8 (rev.), dated 17 June 1997

Insert: No. M95-8 (rev.), dated 20 October 2000

DISTRIBUTION

Physicians, Dentists and Other Practitioners Participating in Patient Care

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PURPOSE

This policy is published to inform staff members of the Medical Executive Committee's decision concerning who can order, and who can administer, medications in the Clinical Center.

POLICY

Physicians, dentists, and podiatrists with clinical privileges granted by the Medical Executive Committee and the Director, Clinical Center, may order medications for inpatients or outpatients of the Clinical Center.

In addition, certain members of the Adjunct Medical staff may order medications: Nurse practitioners granted privileges by the Clinical Center's Nursing Department and the Medical Executive Committee may order those medications they are specifically authorized to prescribe according to their written contracts with their supervising physicians. Physician assistants may order medications.

Medication orders (including IV replacement fluids) must clearly convey the intent of the prescriber. In addition to information automatically included by MIS, a complete medication order must include drug name, strength, including proper units, frequency of administration, and any limitations or special instructions. Orders which contain only the directions "as needed" are not complete without inclusion of a specific indication. Outpatient or discharge orders using the term "as directed" are acceptable only when supplemental written instructions are provided to the patient by the prescriber. For outpatients, a specific number of units to be dispensed must be stated when ordering controlled substances. Discharge or outpatient orders for Schedule II controlled substances must bear the prescriber's original signature.

Medications ordered by an authorized prescriber may be administered by nurses or other appropriate, authorized medical personnel in accordance with applicable law and regulations, and in accordance with their professional qualifications and responsibilities. Examples of "other appropriate, authorized medical personnel" who may administer medication under the supervision of the authorized prescriber include, but are not limited to, radiology technicians, nuclear medicine technicians, and pharmacists.